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OFFICE OF RESEARCH AND REPORTS

6 January 1956

Office Notice OR3556

SUBJECT : Forms Management

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REFERENCES: (1) Agency Regulation
(2) Agency Regulation

1. General

a. This Notice supplements referenced issuances and provides guides and procedures for requesting new forms and reprints or revisions of existing forms. It refers primarily to those forms and form letters which are of interest to, initiated by, or for sole consumption of ORR.

b. The Agency adopted a revised forms numbering system effective 1 July 1954. This revised system will eventually eliminate the numerical prefix used to designate the Office of primary interest and will establish a straight numerical sequence for forms.

2. Procedures

a. Existing standardized forms of the Agency will be adopted for use wherever feasible.

b. When requesting new forms and revisions of existing forms, Form No. 30 "Request for Approval of Forms", (2 copies) will be completed in all practicable detail, signed by the requesting official, (Division or Branch Chief) and submitted to the ORR Records Management Officer, with:

- (1) Form No. 36-2, "Reproduction Requisition", signed by an authorized individual.
- (2) Sample or draft of the requested form.
- (3) Two copies of any proposed procedure regarding the use of the new or revised form.

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c. In requesting reprints of existing forms which have already been assigned a new number i.e. no prefix, it is only necessary to prepare a Form No. 36-2. This form will be signed by an authorized individual and forwarded to

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3. Responsibilities


a. Division, Staff, or Branch Chiefs will initially approve or disapprove all requests for new, revised, or reprint order forms and form letters primarily or solely used within their components, and for other forms whose development falls within their sphere of responsibility.

b. The Records Management Officer, Administrative Staff, ORR, will act as coordinator between the requesting component of ORR and the Records Management Staff, and will be responsible for:

- (1) Assuring proper completion of Form No. 30;
- (2) Obtaining appropriate concurrences from other components of ORR or of the Agency which are concerned with the form and the procedures involved;
- (3) Preventing duplication of forms;
- (4) Correlating forms, procedures and issuances;
- (5) Preventing the creation of unnecessary forms.

FOR THE ASSISTANT DIRECTOR:

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Acting Executive

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